



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

October 6, 2020 NOTICE OF JOB VACANCY #20-198

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Consumer Affairs, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE: Program Specialist 2
SALARY: \$54,684.00 to \$77,418.81
LOCATION: Division of Consumer Affairs
NJ Prescription Monitoring Program
Newark, NJ

NUMBER OF POSITIONS AVAILABLE: Two (2)

Under the direction of the New Jersey Program Monitoring Program (PMP) Administrator, will assist in the preparation of program files for review by the Division Director, Division of Law or PMP Administrator; assist in the referral of cases to the Enforcement Bureau or other appropriate program partners as determined by the PMP Administrator or Division Director; assist the PMP Administrator to review, approve and process law enforcement requests for prescription drug data contained in the prescription drug monitoring database; monitor drug data contained in the PMP database for potential prescription drug fraud; monitor, track and report on the use of stolen and lost prescription pads/blanks using data contained in the PMP database; monitor, identify and report on abnormal, excessive or outdated prescribing habits of health care professionals using data contained in the PMP database; provide educational materials and training to pharmacists and prescribers concerning the PMP; monitor, identify and report on use and abuse trends of prescription drugs in the PMP; monitor and track data reports submitted by pharmacies; assist in the monitoring and reporting of missing or delinquent reports by pharmacies; prepare written correspondence to pharmacies, pharmacists and prescribers concerning the PMP; prepare and review PMP reports; prepare electronic system notifications, including standard alerts, stolen or forged prescription blank alerts, service alerts, etc.; develop promotional and educational materials and help to oversee educational campaigns for medical schools, dental schools, colleges of pharmacy, professional associations, law enforcement groups, etc.; write, maintain, revise applications for new and current prescription monitoring program grants; supervise supportive program staff; coordinate meetings and conferences with relevant stakeholders; perform any other duties as assigned by the PMP Administrator.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree.

EXPERIENCE: Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is required to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

If qualified, please send a cover letter indicating interest in job vacancy announcement #20-198 and a current resume on or before the closing date of October 20, 2020 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

